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Successful Kids



# Fullerton School District Personnel Commission



## ANNUAL REPORT 2024-2025

THOMAS REMINISKEY - SARAH KELMAN - ALEXIS NORMAN

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# INTRODUCTION

## What is the Annual Report?

The 2024-2025 annual report from the Personnel Commission of the Fullerton School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report details the functions, responsibilities, and accomplishments of the Personnel Commission during the 2024-2025 fiscal year.

## What is the Merit System?

The Merit System comprises a set of regulations and protocols, akin to civil service, that oversee the hiring and management of classified school personnel. California paved the way for the nation's first Merit System law in 1936, and the Fullerton School District adopted the Merit System in 1966. Even today, mirroring its 1936 inception, the primary goal of the Merit System remains to ensure the impartial selection, advancement, and retention of employees based on merit and fitness. The emphasis is on maintaining a fair and equitable system for all stakeholders served by the Commission, including the general public, students, classified employees, and school district administration.

## Merit System Principles

Merit System principles include:

- Hiring and promoting employees on the basis of ability through competitive examination
- Ensuring equal pay for like work
- Protection of employees from arbitrary action, personal favoritism or political corruption
- All employees and applicants receive fair and equitable treatment

**CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.**

# PERSONNEL COMMISSION

## What is the Personnel Commission?

The Personnel Commission is the cornerstone of the Merit System and operates as an independent body. Consisting of three individuals, all registered voters and Fullerton residents committed to the principle of the merit system, the Personnel Commission plays a crucial role. One Commissioner is appointed by the Board of Education, another by the classified employees of the District, and the third by the consensus of the other two commissioners. Each serves alternating three-year terms. These Commissioners, dedicating their time and talents, oversee the commission staff and actively contribute to serving the District, classified employees, and the entire Fullerton community. Their collaborative efforts prioritize cooperation and sensitivity to the needs and concerns of classified employees and the school district.

## Primary Functions

The Fullerton School District Personnel Commission fosters the advancement of career services for classified employees, operating under the authority outlined in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, the Personnel Commission must:

- Establish regulations concerning a range of personnel issues to guarantee the effectiveness of the service and the selection and retention of employees based on merit and fitness, devoid of favoritism, interference, or influence
- Classify positions within the classified service, grouping positions in job categories according to duties established by the Board of Education
- Recommend to the Board of Education the salary structures for new positions established by the Board, consistent with the principle of like-pay for like-service
- Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

CA Ed. Code 45244(c) (c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

# MEET THE PERSONNEL COMMISSION

**Terms of office are for three years. Appointment dates and Commission positions as of June 2025 are:**

Commissioner	Title	Current Term Expires	Appointed By
Thomas “Tommy” Reminiskey	Chairperson	December 1, 2027	Board of Education
Dr. Alexis Norman	Vice-Chairperson	December 1, 2026	Joint-Appointee
Sarah Kelman	Member	December 1, 2025	CSEA

Thomas Reminiskey was first appointed to the Personnel Commission representing the Board of Trustees in April 2020. He attended Valencia Park Elementary School and Nicholas Jr. High School in the Fullerton Elementary School District. Mr. Reminiskey is a graduate of Buena Park High School, Fullerton College and Golden West College. Professionally, he worked in the television broadcasting industry and retired as a Telecommunications Supervisor for the Newport Mesa Unified School District (Merit System) for over 40 years. Mr. Reminiskey is active in the LGBTQ+ community and a volunteer member at the Fullerton Train Museum. In his free time, he is a mountain bike rider on the many trails in Fullerton.



Dr. Alexis Norman was appointed November 22, 2021 as the Joint Appointee. Her current term is set to expire on December 1, 2026. Dr. Alexis Norman has lived in Fullerton for 20 years and has served as an educator for 22 years. Her children attended Laguna Road, Parks, Ladera Vista, and Fullerton High School. Dr. Norman is an Assistant Superintendent, however, her previous roles included, Teacher, Instructional Coach, English Learner Curriculum Specialist, Principal, and Director of Human Resources. Dr. Norman attended California State Fullerton, where she got her bachelor's degree and teaching credential, her master's degree was in Literacy and she finished her educational journey at the University of Southern California, where she received a Doctorate in Education.



Sarah Kelman was first appointed to the Personnel Commission by CSEA in December 2022. Ms. Kelman has been a Fullerton resident since 2008. Her daughter attended Rolling Hills Elementary and Parks Junior High. Sarah earned her undergraduate degree from the University of Georgia, master's degree from the University of Wisconsin, and law degree from the University of Georgia. After law school, Ms. Kelman practiced labor and employment law for a federal agency under the Department of Justice in Washington, D.C. Since 2007, she has written legal practice guides on an array of subjects, including employment law. In addition to writing, Ms. Kelman has been a member of the part-time faculty at CSUF since 2011. In 2024, she was admitted to practice law in California and returned to her roots as a practicing attorney to assist entrepreneurs and business owners. Ms. Kelman also volunteers with the Girl Scouts of Orange County.



# PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4<sup>th</sup> Monday of every month at the District Office and livestreamed on ZOOM.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
  - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel webpage [www.fullertonsd.org/classifiedhr](http://www.fullertonsd.org/classifiedhr)
  - All documents and reports related to the agenda items as provided to the Commissioners can be obtained on request from the Director of Classified Personnel prior to or following the meeting.
  - Meeting minutes are archived on the Classified Human Resources Department webpage

2023-2024 Meetings		2024-2025 Meetings	
<u>Meeting Date</u>	<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Meeting Type</u>
July 24, 2023	Regular	July 22, 2024	Regular
August 28, 2023	Regular	August 26, 2024	Regular
September 25, 2023	Regular	September 23, 2024	Regular
October 23, 2023	Regular	October 28, 2024	Regular
November 9, 2023	Special	November 18, 2024	Regular
November 27, 2023	Regular	December 16, 2024	Regular
December 11, 2023	Regular	January 27, 2025	Regular
January 22, 2024	Regular	February 24, 2025	Regular
February 26, 2024	Regular	March 17, 2025	Regular
March 25, 2024	Regular	April 8, 2025	Special
April 15, 2024	Regular	April 28, 2025	Regular
May 20, 2024	Regular	May 19, 2025	Regular
June 24, 2024	Regular	June 23, 2025	Regular

# PERSONNEL COMMISSION STAFF FUNCTIONS

The Classified Personnel Department staff is responsible for overseeing all classified employment transactions. This includes tasks falling under the jurisdiction of both the Personnel Commission and the Board of Education. Their role is to guarantee that the District conducts employment transactions in accordance with the principles of merit and in compliance with state and federal employment laws and regulations. The following functions are within the purview of the Classified Personnel Department:

- ◇ Recruitment Administration\*
- ◇ Examination/Selection Process Administration\*
- ◇ Certification of Eligibility Lists\*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions\*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration\*
- ◇ Examination and Disciplinary Hearing Appeals\*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules\*
- ◇ Administration of the CSEA Contract Agreement



## Classified Human Resources/ Personnel Commission Staff

Title	Name
Director, Human Resources	Paul Deines / Sylvia Niknami
Personnel Specialist	Martha Roberts
Administrative Secretary	Edna Gastelo / Stephanie McKinney
Personnel Technician II	Blanca Martinez
Personnel Technician II	Cristina Reardon/ Paola Gomez

\*functions under the purview of the Personnel Commission

# EMPLOYMENT ACTIONS

<u>Type of Action</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
New Hires (Permanent)	204	177	185
New Hires (Substitute)	90	79	88
Promotions	64	32	56
Reclassifications	2	0	1
Transfers	54	43	16
Increase in Hours	75	69	32
Resignations/Separations	319	214	133
Service Retirements	10	12	12

## TOTAL APPLICATIONS RECEIVED:

2022-2023	2,523
2023-2024	2,203
2024-2025	1,676

## NEW JOB CLASSIFICATIONS:

### 2023-2024

Arts Instructional Specialist  
 Bus Driver/Food Service Assistant  
 Public Information Officer  
 Student Transportation Van Driver

### 2024-2025

Assistant Director, Nutrition Services  
 Bus Driver II  
 Director, Bond Facilities Planning and Development  
 Instructional Assistant/Expanded Learning II  
 Instructional Assistant/Special Education III  
 Nutrition & Wellness Coordinator  
 Physical Therapist  
 Technology, Library, and Media Specialist

## JOB CLASSIFICATION REVISIONS:

### 2023-2024

- After School Program Site Lead
- Bus Driver
- Chef
- Delegated Behind the Wheel Trainer
- Director of Nutrition Services
- Director of Purchasing, Reprographics, and Contracts
- Director of Risk Management, Workers Compensation and Safety
- Director of Transportation
- Instructional Assistant/Recreation
- Instructional Assistant/Bilingual Biliterate
- Instructional Assistant/Expanded Learning
- Food Service Assistant I, II, III
- Food Service Specialist

### 2024-2025

- Instructional Assistant/ Expanded Learning I
- Instructional Assistant/ Expanded Learning Lead IA
- Instructional Assistant/ General Education
- Instructional Assistant/ Bilingual Biliterate
- Instructional Assistant/ Recreation
- Instructional Assistant/ Special Education I
- Instructional Assistant/ Special Education II
- Language Assessment Assistant

# ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

<u>2023-2024</u>	<u>2024-2025</u>
Account Technician II Administrative Specialist ASP Site Supervisor Assistant Director, Educational Services Behavior Intervention Associate Buyer Clerical Assistant I Clerical Assistant II Clerical Assistant II/BB Custodian II Director, Risk Management, Workers Compensation & Safety Food Production Coordinator Assistant Food Service Assistant I Food Service Assistant II Food Service Assistant III Food Service Assistant/Transporter Food Service Specialist Health Assistant Health Assistant (BB) HVAC Technician Information Technology Support Supervisor Administrative Specialist Instructional Assistant/Expanded Learning Instructional Assistant/General Education Instructional Assistant/Recreation Instructional Assistant/Special Education I Instructional Assistant/Special Education II Instructional Assistant/Special Education II- SPJH Maintenance Worker II Occupational Therapist Personnel Technician II Playground Supervisor Project Liaison School Office Manager School Safety Monitor Secretary (BB) Social Services Assistant (Bilingual) Speech Language Pathology Assistant Student Transportation Van Driver Technology, Library & Media Assistant I Transporter Warehouse Coordinator/District Services	Account Technician I Account Technician II Accounting and Budget Specialist Administrative Secretary Assistant Director, Payroll Behavior Intervention Associate Bus Driver Bus Driver II Bus Driver/Food Services Assistant Chef Clerical Assistant II Community Liaison Bilingual Spanish Computer Technician I Director Bond Facilities, Planning and Development Director, Human Resources Expanded Learning Lead Instructional Assistant Facilities Technician Financial Analyst Food Service Assistant I Food Service Assistant II Food Service Specialist Grounds Equipment Operator Health Assistant Health Assistant (BB) Instructional Assistant/ (BB) Instructional Assistant/ Expanded Learning Instructional Assistant/ General Education Instructional Assistant/ Recreation Instructional Assistant/ Special Education I Instructional Assistant/ Special Education II Instructional Assistant/ SPJH Instructional Materials Specialist Interpreter/ Translator Maintenance Worker II Mental Health Counseling Specialist Nutrition Wellness Coordinator Personnel Specialist Personnel Technician II Playground Supervisor School Office Manager School Safety Monitor Social Service Assistant Bilingual (Spanish) Student Transportation Van Driver Supervisor, Nutrition Services Technology, Library & Media Tech I Technology, Library & Media Specialist

# YEARS OF SERVICE AWARDS

The Fullerton School District has many dedicated Classified employees and recognizes them for their dedicated service to both the students and the District. The number of recipients and their years of service are as follows:

## 2023-2024

Years of Service	Number of Recipients
30	6
25	4
20	5
15	7
10	13
15	87

## 2024-2025

Years of Service	Number of Recipients
40	1
35	2
30	2
25	8
20	15
15	10
10	18
5	41

# PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:



California School Personnel Commissioners Association  
Supporting Education Through Merit



PCASC  
Personnel Commissions Association  
of Southern California



California School Boards Association

